**Terms of Reference**

**CGIAR Research Program on Livestock**

**CRP001 Flagship Administrator**

**Specific responsibilities include:**

1. **Coordinating the preparation of the Plan of Work & Budget**

* Coordinate and liaise with the flagship leader for the preparation of flagship logframe reflecting agreed activities, deliverables and budget allocation by CoA and partner;
* Liaise with the partner focal points to ensure that the bilateral master list is complete and up-to-date for preparing the Activity sheets; <http://cgiar-livestock.wikispaces.com/Bilateral+Masterlist>.
* Coordinate preparation of the POWB within the flagship, relying on the partner focal points to facilitate the preparation and submission of Activity sheets for work to be undertaken within their own institute. The flagship administrator will compile the information and ensure it is internally consistent and correct;

* Prepare consolidated flagship activity sheets at Cluster of Activity and Flagship level that summarize the budget, staff roster, activities and deliverables;

1. **Maintaining the flagship information up to date**

* Check monthly with the flagship and CoA leaders and partner focal points if there are any changes to note in the logframe, bilateral project list, or budget; when there are changes, circulate and post updated versions on a monthly basis. <http://cgiar-livestock.wikispaces.com/2017_Logframes>; and <http://cgiar-livestock.wikispaces.com/Bilateral+Masterlist>.

1. **Monitoring and reporting**

* Monitor the progress in implementing the activities and delivering agreed outputs, and compile regular (frequency to be determined) progress report, including the associated indicator data, using an agreed format;
* Work closely with the CRP coordinator to ensure the indicator database is constantly updated;
* Assist the flagship leader in coordinating the preparation of the flagship annual report;
* Assist the flagship leader in responding to ad hoc requests for information;